

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
held on **Monday 28th April 2025 at 6.00 pm**
Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT

Present:

Cllr Peter Bates
Cllr Mustafa Dayan
Cllr Mustafa Ertas
Cllr Rose Llewellyn (Chair)
Cllr Graham Philpot
Cllr Trish Philpot
Cllr Caryl Sydney Smith

Officers: Paula Harrison (Parish Manager/Clerk)

Public: Two

Public Questions:

A resident reported that having reviewed the end of year expenditure figures, that they considered the previous and current years budgets to be 10% too high with the Parish Council funding services that are not necessary. The resident queried the reasoning behind an Engagement Officer role in the Parish.

The Chair advised that the budgets were reviewed comprehensively and his comments were noted. The Chair further advised that the engagement role would work more closely with residents and respond to community ideas and support.

Meeting start 6.06 pm

232. Apologies & Applications for Dispensation

Apologies: Cllrs Ali, Grother, Makofu, Swinyard, Wilson
Applications for dispensation as required by the Code of Conduct adopted by the Parish Council on 20 May 2024: None

233. Bank Statements

The bank statements for March 2025 were circulated with the accompanying bank reconciliation, copies can be found in the Minute Book as **Appendix A**. The information was noted.

234. Schedule of Payments

A schedule of payments for March 2025 was circulated, a copy of which appears as **Appendix B** in the Minute Book. Payments were as follows:

PAYEE	VAT	TOTAL	PURPOSE
O2 Telefonica	£21.81	£130.87	TELEPHONE
Lex Autolease	£198.93	£1,193.60	LEASE RENTAL
Truston Security Services	£6.20	£37.20	SECURITY
Fuel Genie	£43.84	£263.05	FUEL
Three (H3G)	£3.67	£22.00	BROADBAND
Nest Pension Scheme		£145.81	NEST PENSIONS
Rygor Auto	£6,300.00	£32,855.00	TIPPER PURCHASE
Allotment Key Refund		£20.00	KEY REFUND
RJ Holmes Opticians		£60.00	EYE TEST
Tudor Environmental	£7.98	£47.88	TOOLS
Barclaycard Credit Card		£1,173.26	CREDIT CARD PAYMENT
Barclays Mixed Acct		£18.76	CHARGES TO 12.02.25
Michaels Work Wear	£8.94	£53.66	WATERPROOF BOOT
Nathan Jacka Artist		£323.00	ARTIST PAINT MURAL
B and Q Trade Point	£35.18	£211.10	CONSUMABLES
Alfresco Paints		£160.95	PAINT FOR MURAL
Nathan Jacka Artist		£625.00	ARTIST FEE
Mid Solutions Documents	£6.08	£36.45	PHOTOCOPIES
Michaels Work Wear	£43.26	£259.57	UNIFORM
Barclaycard Payments		£1.10	CHARGES
Abax UK Ltd	£38.70	£232.20	VEHICLE TRACKING
Wicksteed Ltd	£4.91	£29.45	PLAY PARTS
Octopus Energy	£111.29	£865.05	DEPOT ENERGY BILL
Wessex Fleet	£13.10	£78.60	VEHICLE MAINTENANCE
Wessex Fleet	£13.00	£78.00	VEHICLE MAINTENANCE
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Barclaycard Credit Card		£669.42	BCARD PAYMENT
E W Russell		£500.00	MURALS
H J Webb & Son	£545.49	£3,272.92	PLAY FENCING
J Fox Muralist		£410.03	MURALS
J Fox Muralist		£375.00	ARTIST FEE
K Allen		£157.50	BOOK KEEPING
J Fox		£520.98	ARTIST PAYMENT
Wiltshire Pension Fund		£5,875.55	MARCH PENSIONS
HMRC Cumberland		£9,721.31	HMRC FEB
Fuel Genie	£27.52	£165.14	FUEL
Everflow Water		£125.70	WATER RATES
Sutcliffe South West		£340.10	PLAY MAINTENANCE
Screwfix	£6.91	£41.47	CONSUMABLES
Michaels Work Wear	£18.72	£112.32	UNIFORM
ABC Signs and Designs		£219.24	LITTER SIGNS
GHS (UK) Ltd	£30.00	£180.00	TELEPHONE REPAIR
Rialtas Business Solutions	£149.24	£895.42	SOFTWARE/TRAINING

Swindon Borough Council	£30.00	£180.00	ENTERPRISE FENCING
Fuel Genie	£22.51	£135.08	MONTH 12 DELIVERY
Lex Autolease		£72.00	ROAD TAX REFUND
GCP'S WINDOW CLEANING		£60.00	DEPOT CLEANING
Swindon Borough Council	£22.51	£135.08	FUEL RECHARGE
Screwfix	£3.33	£19.98	CONSUMABLES
Screwfix	£7.79	£46.73	CONSUMABLES
Michaels Work Wear	£19.42	£135.96	CONSUMABLES
Projekt Ltd	£200.00	£1,220.00	SOFTWARE/TRAINING
O2 Telefonica	£21.81	£130.87	MOBILES
HMRC Cumberland		£9,706.75	HMRC MARCH
West Swindon Payroll		£29,931.72	PAYROLL MARCH
TOTAL	£7,988.14	£104,433.83	

RECOMMENDED that Council approves **56 payments totaling £104,433.83 for March 2025**

235. End of Year Budget Expenditure

The Parish Manager circulated a report and a copy of the Earmarked Reserves, both of which appear as **Appendix C** in the Minute Book. The Parish Manager highlighted key variances and reported that the Council was finishing the financial year £26,566 underspent. This was in part due to an underspend on staffing with two vacancies being held for a five month period. Councillors noted the information.

236. Vehicle Purchase Update

The Parish Manager gave a verbal update advising that existing leased vehicles would be purchased via Wessex Fleet at the point of each vehicle's lease period ending. This will be actioned in line with previous discussions and decisions.

237. Vehicle Purchase Invitation

The Parish Manager circulated a letter of invitation from the CEO at South Swindon Parish Council, a copy of which appears as **Appendix D** in the Minute Book. Councillors agreed that the timing of the opportunity to jointly purchase electric tippers was some months too late for West Swindon however it was noted that it was a good idea in principle.

238. Recruitment Update

The Parish Manager advised that the Deputy Clerk/RFO will be starting on Monday 2nd June. The interviews for the Engagement Officer post had been conducted and an offer accepted. Subject to references, this role holder should also start on Monday 2nd June. Councillors advised that it would be useful to have a staff meeting around that time for an informal meet and greet. An invitation will follow.

Meeting closed 6.19 pm

Signed:

Chair, Finance & Staffing Committee

Date:

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